

NORTH STARS YOUTH HOCKEY



**Team Manager
Handbook
2022-2023**

Hello and THANK YOU for volunteering to be a team manager this season. You are an integral piece in having the season run smoothly for our players and organization. This handbook has been developed to be a resource outlining the principal duties of the Team Manager role. The team manager is the communication link between coaches, parents, youth hockey director and the NSYH board of directors. The main objective of the team manager is to handle the administrative aspects of running the team. This allows the coaching staff more time to focus on coaching and developing hockey skills for the players.

The communication objectives of this role are:

- Deliver clear and concise information
- Provide critical information such as practice and game schedules and to establish a procedure for 'late breaking' information such as cancellations
- Provide consistent messages and communication to the team
- Reach out to the rest of the team's parents asking for assistance when needed

Steps to Becoming a Team Manager

USA Hockey has a few requirements prior to becoming a Team Manager. These requirements need to be completed prior to the start of the season. Any costs associated with the process are fully reimbursed by NSYH by submitting a voucher to the NSYH Treasurer. Website links to these requirements are posted on the NSYH website under the Team Manager tab. If you have any questions, please contact a NSYH Board Member, NSYH Youth Hockey Director, or another Team Manager. The following is required to register as a Team Manager with NSYH:

- USA Hockey Volunteer Registration
- SafeSport Training
- USA Hockey Background Screening

Team Manager Responsibilities

Communication

Contact information - it is helpful to gather phone numbers, email, etc. for families so that they can be contacted. The use of the Group Me App is highly recommended to maintain team communication with parents. (For example: last minute schedule changes, communication when traveling out of town, etc.)

24-hour Rule: Parents may not directly approach a coach with a complaint without first waiting 24 hours from the time of incident. This allows a “cooling off” period and time in which the complaint may resolve itself. *Parents who believe they have a valid hockey-related concern (on-ice or team related) should bring that concern to designated Safe Sport Coordinator*

Parent Meeting - once your team is formed, a meeting with parents and coaches should promptly be scheduled. The meeting time is when information can be exchanged, as well as expectations/goals for the season reviewed as well as discuss the above topics.

Additional Duties

Roster card - pocket-sized cards (laminated) are handy and may include player name and jersey number

Score sheets - At the Pee wee and Bantam levels, the completed score sheet from each **home** game needs to be filled out entirely. The Team Manager should select a parent willing to assist with this for each home game.

Scoreboard/Clock/Penalty Box- NSYH parents are also responsible for fulfilling these duties at all home games. The Team Manager should select a parent willing to assist with this for each home game. DIBS are also awarded for these assignments.

Scheduling

Both practice and game schedules can change without advance notice. Please remind parents to check the NSYH calendar often (daily, if possible).

Any changes/additions/cancellations in schedules are typically handled by the NSYH Scheduler

Out of town games are confirmed by the NSYH scheduler. This means your game should be on as scheduled, unless you are notified otherwise. It may be helpful to send families directions or information on special circumstances and out of town travel and arenas.

Weather cancellation policy- Coaches and Team Managers do not have the discretion to cancel games. Scheduler must be contacted, and arrangements made with opposing team.

Team managers should communicate any schedule changes to their team once they are made aware of those decisions.

Parents/guardians ultimately make the decision about whether their player should travel to an out-of-town hockey event.

NSYH coaches do have the authority to cancel practices at their discretion but must notify website manager upon doing so.

Volunteers

Locker Room Monitor- NSYH, in accordance with USA Hockey, requires voluntary adult(s) or coach(es) - (someone who has completed USA Hockey requirements, including background check & SafeSport) to monitor the locker room by being within the vicinity/outside the door when players are in the locker room, regularly checking on the activity within the locker room. The locker room monitor also ensures that keys are obtained, and the locker room is secured when players are on the ice. Please refer to the USA

Hockey SafeSport Program Handbook, available on the USA Hockey website and the association's locker room policy, available in the NSYH website. Team Managers will be responsible for designating a locker room monitor at ALL games, until the coaches are present in the locker room.

****There may be other tasks that a team manager may call on parents for assistance with throughout the season.***

Equipment

Remind parents that the equipment they purchase (helmet, breezers, socks, gloves) should match the jerseys. We encourage players to have black helmet, breezers, gloves. Socks are Vegas Golden Knights colors. Bantams thru Squirts will need dark and white socks. Mites & Termites will only need darks.

Team manager duties include picking up team jerseys and keeping team binder. Jerseys will be signed out to each team. The team manager is responsible for organizing the return of team jerseys at the end of the season.

Jersey care- please use some type of garment bag/cover for game jerseys. The jersey should be washed on gentle cycle, cold water. Hang to dry and do not use a clothes dryer. Respect the jersey...find a place to hang it and do not leave it on the floor. This is important information for both parents and players to understand.

- Do not alter jersey size, length, sleeves, etc.
- Player will be responsible for replacement cost of jersey if it is damaged, lost, stolen, or unwearable.

USA Hockey recommends each player provide, and use, his or her own individual water bottle for health reasons.

- Game socks to match jerseys are available to purchase, as are team warm-ups, t-shirts and other merchandise. Each team may

have an individual dress code for game day. Team coaches typically communicate the dress code to their team.

Tournaments

Tournament play- TM usually checks the team in at tournaments. Bring team binder with the consent to treat forms and roster link

State Tournaments- information is sent out online. Be prepared to gather clothing orders, collect gate fees and turn in team photo and other requested information.

** A team photo for the tournament book/program is often requested by the tournament host.*

HOTELS-Hotel room blocks should be arranged by the team manager. The team manager shall distribute this information so that each family can call to reserve their own room Note: the host town tournament director sometimes makes reservations for the visiting teams

** Fire-up ideas for tournament time- treat bags, door signs, posters, banners, signs for the spectators.*

End of Year Team Party/Awards

TEAM PARTY-NSYH encourages that all teams have an end of year team party. The team manger should communicate with parents on the location as well as what the meal will be. Past ideas have included a potluck or pizza party followed by a player vs. parents' game. Please note that it is the responsibility of the parents to assist in paying for the end of year party.

TEAM AWARDS-NSYH will purchase team awards for all players rostered at the Termite through Squirt levels. Team Managers are asked that the awards purchased do not exceed \$7.00 per award. Prior approval by the NSYH Board of Directors must be obtained prior to exceeding this amount.

NSYH will also purchase the Jim Kalbrener Award which is awarded to Bantam playerS each season.

Again, NSYH thanks you for taking on this very special team role.

“TEAMWORK divides the task and doubles the success.”

GO NORTH STARS!!!!!!!